



Short-Term Accommodation Licensing Service

Sample Electrical Safety Letter

A letter or certificate, dated within the previous 365 days of applying for a licence, must be completed by a licensed electrical contractor to confirm compliance with Ontario Regulation 164/99: Electrical Safety Code under the Electricity Act, 1998, S.O. 1998, c. 15, Sched. A, as amended. The completed and signed letter/certificate must be submitted with the Short-Term Accommodation Licence Application.

Below is a **sample** of what the letter could include:



January 6, 2025

To Whom It May Concern,

An electrical safety assessment was conducted on the detached dwelling unit located at 97 Hurontario Street, Collingwood, ON.

Following the inspection, it was determined that the electrical system in the dwelling complies with the Ontario Electrical Code and contains no violations.

Sincerely,

[Name]

[Title or Position]

[Company Name]

[ESA Licence Number]